ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 23

GP 3.16/3-2:13/23

November 30, 1992

Software on Census Bureau CD's - Ready, Set, Go!

By Jackson Morton Editor, Census and You

[Reprinted from Census and You, Nov. 1992, Bureau of the Census, Washington, DC. Questions should be addressed to the author at: Data User Services, Bureau of the Census, Washington, DC 20233. Fax 301-763-4794]

"I've heard that Census Bureau CD-ROM's are hard to use," a librarian commented at a recent conference. Nothing could be further from the truth!

Census Bureau CD-ROM's containing 1990 census data include simple "point and shoot" retrieval software. We have nicknamed it "GO" because, to activate it once you have accessed your CD-ROM reader, you type "GO." This menu-driven software is right on the disc and requires no installation. The menus and tables are customized for the data on the disc.

You'll also find such "point and shoot" software on 1990 census Equal Employment Opportunity File compact discs as well as the popular USA Counties, foreign trade (imports and exports), and County Business Patterns compact discs.

Get Data for the Geographic Entities You Need

Although the software is customized according to the data on the disc, the user interface is fairly standard on all discs. The following is a description of the retrieval process for the Summary Tape File (STF) 3A CD-ROM.

Using GO, you first select a specific level of geography (e.g., State, county, place, census tract). Available geographic entities are displayed on a command bar, and most data can be accessed using the Return, PgUp/PgDn, and Up and Down arrow keys.

Once you've identified the geographic entity you want, select specific data items. They generally are the same as the table listings for the STF's found in the technical documentation. Technical documentation comes with the CD-ROM's, but may also be ordered separately from Census Customer Services (301-763-4100).

Every STF disc also contains a "general profile" feature that gives you the core population and housing characteristics for the geographic entities shown on the disc. This is helpful when you need just the basics.

Another helpful feature is the "Keywords" option. At any time during your data search, you can specify key words (such as race or ancestry groups) by hitting the letter "K" on your computer's keyboard. This option gets you to the tables more quickly.

GO also contains a "Glossary" option (hit the letter "G" on your keyboard) where you will find definitions for geographic entities and other terms.

Print or Copy the Results

GO's "Print" command allows you to print the tables you need. The "Copyfile" command lets you copy files from the CD-ROM onto your computer's hard drive in three formats: ASCII, comma-delimited, and dBASE.

If GO doesn't provide the options you need, there's also a wide range of software, available from private vendors, that works with the Census Bureau's CD-ROM's - for example, geographic information systems (GIS) that produce thematic maps.

GO is found on most Census Bureau compact discs. CD-ROM's containing 1987 Economic Census data come with EXTRACT software (see March '91 Census and You).

We have created a software called "Faux-GO," available for \$10 on floppy diskette that simulates the GO software on our CD-ROM's. To get Faux-GO, contact the Data User Services Division at 301-763-1510.

Many software packages compatible with dBASE format will work with our CD's. Some are specifically designed to access data on our CD's.

The most comprehensive source of information about our CD-ROM's is Census, CD-ROM, and You! This 22 page booklet was produced by the Census Bureau's Data User Services Division, and a single copy is free from Census Customer Services (301-763-4100). A good source of information about where you can obtain other software compatible with Census Bureau CD's is Hidden Treasures: Census Bureau Data and Where to Find It! It has a state by state listing of vendors. A single copy is free from Census Customer Services.



United States Government Printing Office Washington, DC 20402

OFFICE OF THE SUPERINTENDENT OF DOCUMENTS

November 17, 1992

Dear Depository Librarian:

The Library Programs Service (LPS) has recently been apprised that the publication, Munitions, Restricted or Suspended, from the Department of the Army, U.S. Department of Defense, should not have been shipped to depository libraries. Distribution of this technical manual was "authorized to U.S. Government agencies only." It is "required for official use only for strictly administrative or operational purposes" under provisions of Title 44 United States Code, section 1902.

Descriptive information on this publication:

Title	SuDocs #	Shipping list #	Shipping list date	Item #
Munitions, Restricted or Suspended	D 101.25; 9-1300- 385/992-3	92-0591-P	10/26/92	0329

I am requesting that you immediately withdraw this publication and destroy it by any means to prevent disclosure of its contents. Both LPS and the U.S. Department of Defense regret any inconvenience resulting from the shipment of this "official use only" publication.

Sincerely,

WAYNE P. KELLEY

Superintendent of Documents

Wayne 8. Kelley



United States Government Printing Office Washington, DC 20402

OFFICE OF THE SUPERINTENDENT OF DOCUMENTS

November 17, 1992

Dear Depository Librarian:

The Library Programs Service (LPS) has recently been apprised that the publication, The Animal Liberation Front in the '90's, from the Bureau of Alcohol, Tobacco, and Firearms of the Department of the Treasury, should not have been distributed to depository libraries. This booklet, meant for law enforcement only, is "required for official use only for strictly administrative or operational purposes" under provisions of Title 44, United States Code, section 1902.

Descriptive information on this publication:

Title	SuDocs #	Shipping list #	Shipping list date	Item #
The Animal Liberation Front in the '90's	T 70.2: AN 5	92-0595-P	10/27/92	0971-B

I am requesting that you immediately withdraw this publication and destroy it by any means to prevent disclosure of its contents. Both LPS and the U.S. Department of the Treasury regret any inconvenience resulting from the shipment of this "official use only" publication.

Sincerely,

WAYNE P. KELLEY

Wayne 8. Kelley

Superintendent of Documents



United States Government Printing Office Washington, DC 20402

ASSISTANT PUBLIC PRINTER (Superintendent of Documents)

[This letter, together with an accompanying survey, was mailed to all depository libraries on November 20, 1992.]

November 18, 1992

Dear Depository Librarian:

I am writing to inform you of the serious budgetary situation facing the Federal Depository Library Program (FDLP) this fiscal year, and to provide you with an opportunity to assist in managing the budget reduction process by reviewing your library's selection of certain items.

As you know, Title 44 of the U.S. Code provides very broad enabling legislation for the FDLP. At the same time, other laws impose on the Government Printing Office (GPO) the requirement to manage the program within the constraints of the appropriation provided each year by the Congress. Four programs share the annual Salaries and Expenses (S&E) Appropriation. They are the FDLP (83.4%), cataloging and indexing (9.4%), International Exchange Service (IES) (3.2%), and by-law distribution (4.0%).

For fiscal year (FY) 1993 GPO prepared a budget sufficient to maintain all of the operations of the FDLP at the existing level of service and choice of format. This "needs-based" budget was consolidated with the anticipated expenses for the other S&E programs and the total requirement was approximately \$32,546,000. However, the actual FY 1993 S&E Appropriation is only \$29,082,000, resulting in a shortfall of approximately \$3,500,000.

Since expenditures must not exceed the amount appropriated, the Library Programs Service (LPS) has developed a package of reductions that will permit the operation of the FDLP and other S&E programs within these fiscal constraints. In identifying areas for budget reductions, the LPS managers were guided by the following rationale:

 The reductions are based on a philosophy of maintaining, to the greatest extent possible, existing services to both the public and the depository libraries.

- Reductions in LPS personnel, operations and Infrastructure took precedence over reductions in products distributed and services rendered, but substantial cuts in Printing and Binding (P&B) were necessary to stay within the FY 1993 appropriation.
- P&B was cut first by reducing duplicative and multiple format distributions to achieve savings without eliminating substantive content. This required eliminating the option for paper distribution of several popular titles formerly available in both paper and microfiche.
- Where possible, these actions preserve distribution in paper for the most frequently used titles for selective depository libraries, and maintain paper distribution of other titles at least for the regional depository libraries
- Where possible, inconvenience to our customers is minimized by scheduling changes in formats and distribution options at the end of publishing cycles, calendar years or Congress, even though this reduces the amount of savings resulting from the actions.

LPS managers are making a number of internal, operational reductions which total about \$350,000. These FY 1993 reductions include:

- Reducing staff through attrition.
- Deferring the development of a Local Area Network.
- Deferring upgrading to ergonomic work stations.
- Reducing the use of overtime by more than 50%.
- Reducing travel for outreach and library inspections.
- Eliminating a planned cataloging contract.

However, in order to realize the magnitude of savings necessary to stay within the appropriation, LPS was constrained to make changes in formats and types of material available to depository libraries. This decision-making process resulted in difficult choices, from which the total savings is estimated at \$2,640,000.

These reductions included:

- Limiting the distribution of Department of Energy microfiche, National Aeronautics and Space Administration microfiche, and the bound <u>Treaties and Other International Acts</u> to regional depositories.
- Distributing the <u>U.S. Reports</u>, <u>Official Gazette</u> (patents and trademarks),
 Army <u>Technical Manuals</u>, House and Senate <u>Calendars</u>, slip treaties, and slip Supreme Court opinions in microfiche only.
- Using the new ACSIS (Acquisitions, Classification, and Shipment Information System) database to improve accuracy in placing printing requisitions. These savings will include reducing the occurrence of both shortages and over printing, eliminating the duplicative distribution of reprints and preprints, and allowing discretion in ordering low-content items such as decals. In addition, if shortages do occur, LPS will go back-to-press only for certain core publications.
- Limiting claims fulfillment services by allowing claims only from regional depositories for microfiche distributed by LPS and by limiting paper claims from all depositories to certain core publications.
- Distributing the bound <u>U.S. Congressional Serial Set</u> only to regional depositories, beginning with the 102nd Congress, 1st Session.

Very significant savings accrue from these last two items. LPS currently purchases 20 additional copies of every title distributed in order to fill potential claims. Building this "just-in-case" claims copy inventory costs an estimated \$700,000 annually, with additional administrative and personnel costs built into the fulfillment process. Over 90% of these copies are never claimed and are discarded.

Effective January 1, 1993, libraries may only claim publications distributed In paper from a core list of items, and only regional depositories may claim microfiche distributed by LPS. All libraries will be able to claim microfiche which are distributed by one of LPS' microfiche contractors, as claims service is built into the cost of the contracts. Regionals may elect to fill microfiche claims from the selective libraries which they serve. Within the next month, LPS will announce additional details of this modified claims policy, which is expected to save about \$500,000.

The LPS staff is currently developing the list of core titles for paper claims. Your suggestions are welcome, and should be submitted to Sheila McGarr, Chief, Depository Services, by mail or by fax. The fax number is (202) 512–1432.

Limiting the distribution of the bound volumes of the <u>U.S. Congressional Serial Set</u> to regional depositories will save an estimated \$1,200,000 in FY 1993. This savings results from the elimination of the binding costs for the 102nd Congress, 1st Session (approximately \$865,000) and the avoidance of the printing costs for the 103rd Congress, 1st Session (approximately \$340,000). Since the Serial Set is produced by printing documents in the year of publication and holding them for several years before binding them, in any given fiscal year, LPS is spending current fiscal year appropriations on production of Serial Set volumes from at least two different Congresses.

Distribution at the time of initial publication will continue for microfiche sets of the Congressional reports and documents that make up the Serial Set, followed by distribution of the Serial Set dividers when available. Distribution in paper at the time of initial publication will remain an option for depository libraries that currently select that format. This will enable the libraries to bind their original copies, if they choose to do so. A scanned-image CD-ROM will be developed to test CD-ROM as an alternative distribution format and will be available to all libraries selecting either paper or microfiche of current Congressional reports and documents for the 103rd Congress.

The GPO Sales Service is considering mechanisms for accepting firm orders for bound Serial Sets. Because expenses begin immediately with the printing of paper reports and documents for the 103rd Congress and continue for several years until the set is ultimately bound, the Sales Service cannot afford to produce copies without prepaid orders. If you would like additional information on the availability and price of the bound Serial Set volumes, please notify Sheila McGarr, Chief, Depository Services, by mail or by fax. The fax number is (202) 512–1432.

As difficult as these reductions are for the depository libraries and LPS, more savings are needed. Altogether, LPS estimates that these actions will save approximately \$2,990,000 in FY 1993. This leaves an additional \$475,000 in savings yet to be identified. To the extent possible, LPS wishes to maintain the libraries' choice of formats for a number of publications. The purpose of the attached survey is to determine whether through voluntary de-selections, or by changing selections from paper to microfiche, the additional \$475,000 savings may be attained.

For each title or type of publications in the survey, you may:

- Continue to receive paper If you now select It; or
- Change your selection from paper to microfiche; or
- De-select the item.

You may not change your selection from microfiche to paper.

Each selective library is being surveyed concerning the following dual format distribution titles:

- Congressional hearings and committee prints.
- Daily <u>Congressional Record</u>.
- Monthly Catalog.
- Code of Federal Regulations.
- Various electronic formats which are currently replicated in hard copy or microfiche.

Law schools that are affiliated with another depository library at the same academic institution are requested to coordinate their survey responses with their university library. The hearings can be shared between the two libraries, or one library can receive paper copies and one microfiche copies, but only one set of paper hearings may go to the university.

All selective depository libraries must respond to this survey **no later than**December 4, 1992, either by mail, or by FAX at (202) 512–1432. LPS will assume that a library is leaving the format to our discretion if there is no response to the survey.

[The 10-page survey was mailed to all depository libraries and is not included in this issue of Administrative Notes.]

Once the responses have been received, LPS will determine the extent of the savings resulting from the voluntary changes In selections. If the voluntary deselections and shifts to less expensive formats result In Insufficient savings, LPS will have to impose additional cuts to stay within our appropriation. Because of the expense, the most likely change would be to limit the distribution of Congressional hearings and committee prints to microfiche for all selective depositories, effective in January, 1993, or to limit the number of paper sets than can be provided per state or Congressional district in order to distribute the savings across the depository library community.

I regret that these severe measures are necessary to manage the Federal Depository Library Program within the constraints of the appropriated funds. LPS has considered a number of other options for reductions, and I believe that the actions described in this letter are a good compromise that mitigates the hardship on any one type of library while maintaining an acceptable level of public access and service. Nevertheless, I am soliciting your suggestions for practical alternative format changes or other cost saving measures that LPS can evaluate for immediate implementation.

GPO will be submitting a full "needs-based" budget to the Appropriations Committees for FY 1994. However, in light of the current deficit and the general pressure to control the costs of all government programs, I assume that we will be asked to manage with something less than the full amount that we request. That being the case, I ask that you restrict your communications with the Appropriations Committees to support for the FDLP and positive suggestions for cost-effective management of the program. If you do request additional funds, I believe that you should be prepared to support that request with a recommended source of reductions from other programs and with demonstrable evidence of the economic and social benefits to be derived from reallocating funds to this program.

Sincerely,

Wayne P. Kelley

Wayne P. Kelley

Superintendent of Documents

U.S. Code on CD-ROM

Many of the depository libraries that elected to continue to receive the paper copy of the U.S. Code expressed an interest In purchasing the U.S. Code on CD-ROM. The disc is in production now and should be available by December 1st. Please use the form provided below to place your order. If you need any additional information before placing your order, please call the Office of Electronic Information Dissemination Services (EIDS) at (202) 512-1524.

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*Systems requirements: IBM PC/XT/AT or compatible with 2 MB RAM DOS 2.0 or higher or Windows 3.0 or higher with at least 2 MB of free space.

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11

Readers Exchange

Documents Publicity in Lancaster, South Carolina

From a letter to the editor:

A couple of items in a recent issue of **Administrative Notes** prompts me to tell you about two efforts our library engages in for publicity on government documents. Since USC Lancaster's Medford Library was only recently designated a selective depository, in October 1990, these efforts have helped sustain attention on our small but growing collection.

You asked if any depositories do columns for newsletters. I don't, but I do write a monthly column about depository publications for our local newspaper, The Lancaster (SC) News, with a circulation of 13,300. Called "For the People," the first column was published last May, highlighting groups of publications on certain topics and inviting the public in for a look... Topics have included NASA's learning activities for children, doing business with the federal government, magazines from government agencies, starting a new small business, SBA guidance for small retailers, and the usefulness of the "biggie" publications such as the Federal Register and the Catalog of Federal Domestic Assistance.

After reading about the other Government Document newsletters that are published by depositories, I thought you might like to have a sample of ours. It is also a monthly publication and began in August 1991. I do not have a mailing list, but make it available in our library and on the campus. While the newspaper columns focus on groups of publications covering one topic, this newsletter just highlights new arrivals to the collection on various topics. I include format, length, and annotations where they are warranted for explanation or emphasis.

I hope this information will be of use to other depositories.

Lorene B. Harris Associate Librarian University of South Carolina, Lancaster



Providing Access To

agricultural research

census data

commerce news

Congressional records

copyright circulars

economic indicators

education documents

EPA information

IRS publications

labor statistics

official reports

political updates

Presidential proclamations

public laws

Supreme Court decisions

Materials may come in any one of these formats:

pamphlets

books

journals

maps

microfiche

compact disc

computer diskette

US Government Publications at Medford Library

A Selective Federal Depository Library USC Lancaster (803) 285-7471

Vol. 2. No. 2

September 1992

Here are listed some significant titles among the new federal government publications that Medford Library has received recently in its depository collection.

LEAVE NO TRACE! A PROGRAM TO TEACH SKILLS FOR PROTECTING THE WILDERNESS ENVIRONMENT.

25 pages.

A 13.2:T 67/2/992

MARITAL STATUS AND LIVING ARRANGEMENTS: MARCH 1991. Essays, charts, and statistics from the Census bureau. 109 pages. C 3.186/6:991

PUBLIC EDUCATION FINANCES: 1989-90. Summaries of state expenditures for education. 108 pgs. C 3.191/2-10:989-90

GENERAL POPULATION CHARACTERISTICS: NORTH CAROLINA (1990 CENSUS OF POPULATION). Charts and statistical information. 550 pages. C 3.223/6:990 CP-1-35

GENERAL INFORMATION CONCERNING PATENTS. 39 pages. C 21.26/2:992

AMERICAN ARMIES AND BATTLEFIELDS IN EUROPE [WORLD WAR I]. Includes pull-out maps of campaigns. 544 pages. (Currently being cataloged for general collection)

ANNUAL ENERGY REVIEW, 1991. Prices, consumption, and supplies. 347 pages. E 3.1/2:991

NATIONAL ASSESSMENT OF COLLEGE STUDENT LEARNING: ISSUES AND CONCERNS. 118 pages. ED 1.302:C 68/4

NATIONAL POSTSECONDARY STATISTICS, COLLEGIATE AND NONCOLLEGIATE: FALL 1991 [EARLY ESTIMATES]. 12 pages. ED 1.302:St 2/2 MULTIPLE MYELOMA. Causes, treatment and resources. 29 page pamphlet.
HE 20.3152:M 99/991

CAREERS IN THE OFFICE OF INSPECTOR GENERAL: AUDITORS AND CRIMINAL INVESTIGATORS. 10 pages. I 1.2:C 18/5

GEORGIA O'KEEFFE: STUDY OF ALTERNATIVES. An environmental assessment of landscapes in New Mexico immortalized in O'Keeffe's paintings and under consideration for a National Park.

48 pages. I 29.2:G 29/5

HANDBOOK OF FORENSIC SCIENCE. Guidelines for crime scene searches, and collection, examination, and preservation of physical evidence. 119 pages.
J 1.14/16:F 76/992

EMPLOYMENT IN PERSPECTIVE: MINORITY WORKERS. Summary of information about Hispanic working women. 3 pages. L 2.41/11-2:992/1

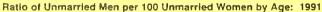
1492: AN ONGOING VOYAGE. Commemoration of the 500th anniversary of Columbus' discovery of the New World. LC 1.2:V 94

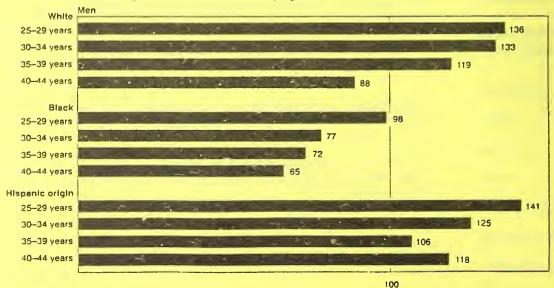
PUBLICATIONS ON COPYRIGHT. Catalog of publications, most of which are free upon request. 15 pages. LC 3.4/2:2/992

FIRST UNITED STATES MICROGRAVITY LABORATORY. Promoting future Columbia shuttle mission STS-50, this documents unfolds into colorful charts of the inside of the shuttle, photographs of the astronauts, and information on the types of experiments to be conducted.

NAS 1.2:M 58

1992 DIRECTORY OF FEDERALLY INSURED CREDIT UNIONS. Institutions are listed by state. 315 pages. NCU 1.16:992





Women

Regional Depository Libraries

As of November 1992

ALABAMA

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Ms. Sarah Reeves

Documents Librarian
Government Documents
Drawer S
Univ. of Alabama Libraries
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Fax: (205) 348-8833

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Ms. Janet Fisher 0022
Assistant Director
Research Division
Arizona Dept. of Library, Archives and
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1700 W. Washington
Phoenix, AZ 85007
(602) 542-4417
Fax: (602) 542-4400 or 542-4500

ARKANSAS

Ms. Mary Brewer 0036B
Documents Coordinator
Documents Service
Arkansas State Library
One Capitol Mall
Little Rock, AR 72201
(501) 682-2326
Fax: (501) 682-1529

CALIFORNIA

Mr. Tom Andersen 0040
Head, Government Publications
Government Publications Section
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
(916) 653-0085
Fax: (916) 324-8120

COLORADO

Mr. Tim Byrne 0069
Head, Government Publications
Government Publications Library
Univ. of Colorado at Boulder
Campus Box 184
Boulder, CO 80309-0184
(303) 492-8834
Fax: (303) 492-2185

Mr. Michael Espinosa 0071
Manager, Business Science and Govt.
Publications Dept.
Denver Public Library
1357 Broadway
Denver, CO 80203
(303) 640-8874
Fax: (303) 640-8817

CONNECTICUT

Ms. Julie Schwartz 0075
Federal Documents Librarian
Connecticut State Library
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(203) 566-4971
Fax: (203) 566-3322

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Fax: (808) 956-5968

IDAHO

Ms. Lily Wai 0135
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Documents Section
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Fax: (208) 885-6817

ILLINOIS

Ms. Liz Alexander 0140
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Fax: (217) 782-4466

INDIANA

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Indiana State Library
140 North Senate Ave.
Indianapolis, IN 46204
(317) 232-3686
Fax: (317) 232-3728

IOWA

Ms. Carolyn Kohler 0189A Head, Government Publications Dept. Univ. of Iowa Libraries Iowa City, IA 52242 (319) 335-5925 Fax: (319) 335-5830

KANSAS

Ms. Donna Koepp 0199
Spencer Research Library
Head, Government Documents &
Maps
Univ. of Kansas
6001 Malott Hall
Lawrence, KS 66045-2800
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KENTUCKY

Ms. Sandra McAninch
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Fax: (504) 388-6992

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Prescott Memorial Library
Louisiana Tech Univ.
Ruston, LA 71272-0046
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MAINE

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Raymond Folger Library
Univ. of Maine
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(207) 581-1681
Fax: (207) 581-1653

MARYLAND

Mr. Hugh O'Connor 0242
Head, Documents/Maps Room
McKeldin Library
Univ. of Maryland
College Park, MD 20742
(301) 405-9165
Fax: (301) 403-4167

MASSACHUSETTS

Mr. V. Lloyd Jameson 0268A
Coordinator, Government Documents
Boston Public Library
666 Boylston St.
Boston, MA 02117
(617) 536-5400 ext.227
Fax: (617) 267-8273 or
267-8248

MICHIGAN

Ms. Cassandra Hartnett
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Detroit, MI 48202-4093
(313) 833-1025
Fax: (313) 832-0877

Ms. F. Anne Diamond
Govt. Information Specialist
Government Documents Service
Library of Michigan
717 West Allegan St.
P.O. Box 30007
Lansing, MI 48909
(517) 373-1307
Fax: (517) 373-3381 or
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Head, Government Publications 409
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Minneapolis, MN 55455
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MISSISSIPPI

Ms. Laura Harper
Documents Librarian
Williams Library
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(601) 232-5857
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MISSOURI

0275

0273-

Ms. Sally B. Schilling 0321
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Columbia, MO 65201
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Fax: 314-882-8044

MONTANA

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Update to the List of Classes

November 10, 1992

1992-12

Class no.	Item no.	Change/Notice
C 55.52:	0250-E-3	Earth System Monitor. (quarterly) New.
D 5.351/2:	0378-E-22	Defense Mapping Agency Public Sale Nautical Charts and Publications. (annual) Class changed to: C 55.440: Item number does not change.
HE 3.51/6:	0515-A	OHA Telephone Directory. (annual) New.
L 29.15/2:	0749-D	Occasional Paper. (irregular) New.
SBA 1.32/3:	0901-E	Financial Management Series. (irregular) New.

Whatever Happened To . . . ? ? ?

November 19, 1992

1992-10

Class no.	Item no.	Status
PREX 1.10/3-3	0766	Work Life will resume at an indeterminate date.

Table of Contents

Software on Census Bureau CD's - Ready, Set, Go!		. 1
SuDocs Letter: Withdraw Defense Dept. Publication		. 3
SuDocs Letter: Withdraw Treasury Dept. Publication		. 4
SuDocs Letter: Budget Reduction Process		. 5
U.S. Code on CD-ROM for Sale		11
Readers Exchange: Documents Publicity in Lancaster, South Carolina		12
Regional Depository Libraries as of November 1992		15
Contractor-Issued Microfiche Shipping Lists: 1992-08	 a	22
Update to the List of Classes: 1992-12		23
Whatever Happened To? 1992-10		23

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